

CITY OF WESTMINSTER
PLANNING DIVISION
8200 Westminster Boulevard
Westminster, California 92683
(714) 898-3311 ext. 255

PRELIMINARY PLAN REVIEW APPLICATION

Please provide all the information listed in the attached handouts and return to the Planning Division for review.

CONTACT PERSON: _____

MAILING ADDRESS: _____

DAYTIME PHONE #: _____

PROJECT ADDRESS: _____

ASSESSORS PARCEL #: _____

THIS SECTION IS TO BE FILLED OUT BY STAFF

PPR CASE # _____

OCFA

YES ____ NO ____ SR. # _____ AMOUNT _____

OF REVIEWS

- ☐ FIRST SUBMITTAL
☐ SECOND REVIEW (Check fee schedule for amount.)

ACCEPTED BY: _____

*Note: Make a copy and file in PPR Log Book

INFORMATION / MATERIALS:

Please provide the following information and materials:

1. Provide a detailed description of the project proposal. The proposal should consist of a description of what is proposed and what is existing. The description should also contain information on the business activity, hours of operation and all services that you currently provide and will provide. Please be sure to indicate whether the applicant is the property owner, prospective lessee, an agent authorized by the owner, or other.
2. Provide **eight (8)** sets of floor plan, site plan, elevation plan, sections, and any additional materials that would assist staff in reviewing the project. Please note that plans **must be folded according to the attached standard planning fold handout**. The following information must be provided on the preliminary plans in order for staff to review the project:

MINIMUM SITE PLAN REQUIREMENTS

- Address of the project
- Scale of Drawings
[i.e. 1"=40'; 1"+20', etc.]
- North Arrow, Vicinity Map
- Full Site Statistics
[i.e. # of required parking spaces and
of existing spaces, square footage of
the existing and proposed buildings and
structures, etc.]
- Property lines
- Names of all Streets that the Project Fronts
- All Existing and Proposed Buildings, Structures and Landscaping
Show location, size, height, proposed use
- Parking Spaces

MINIMUM FLOOR PLAN REQUIREMENTS

- Dimensioned Drawings
- Show all spaces within the building structure
[i.e. rooms, hallways etc.]
Walls, Windows, Doors, Closets, Restrooms etc.

MINIMUM ELEVATION PLAN REQUIREMENTS

- Dimensioned North, South, East and West Elevations
 - Show any Roof-top Equipment
 - Optional - Colors/Materials Board (Including the Manufacturers Name and Number) Keyed to the Plans
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- **Please note: The more information and detail you provide on the plans, the more detailed the preliminary plan review will be. If not enough detail and information are submitted during the preliminary review, a second preliminary review may be necessary.**



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Westminster, CA 92683

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STANDARD FOLD

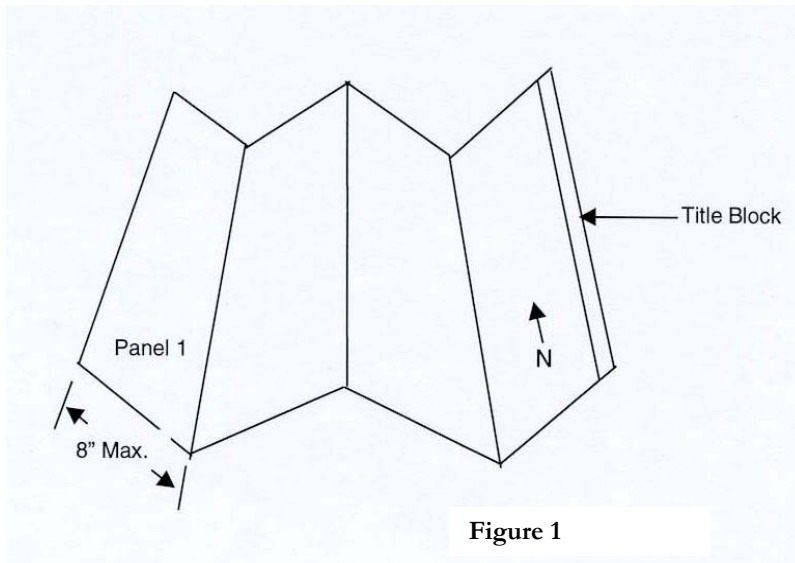


FIGURE 1: Accordion-fold the plans, with no panel greater than 8 inches in width. For multi-sheet plan sets, fold all sheets **together**, **not** separately.

FIGURE 2: Starting at the upper left hand corner of the folded plans, bring corners of all panels except Panel 1 over to the right side of plans, forming a 45 degree angel fold, as shown.

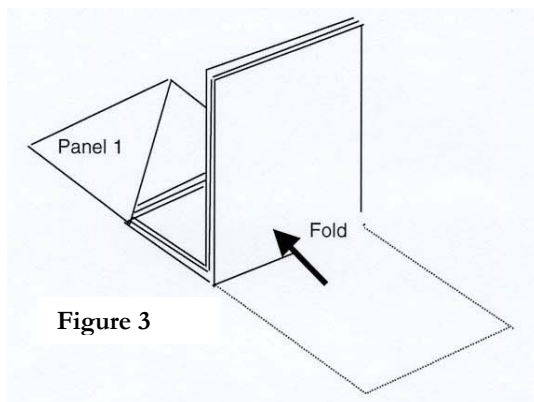
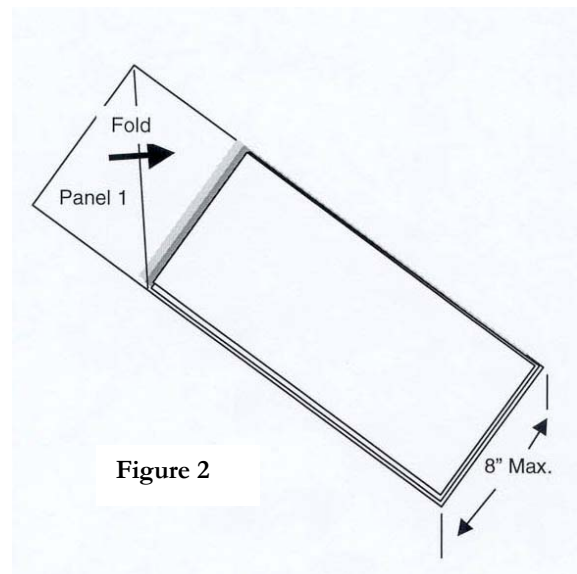


FIGURE 3: Bring up the bottom of plans and fold over as shown. Leave about 2 inches at the top of Panel 1 exposed. Length of the folded plan set should not exceed 14 inches, maximum. For extra long plans, it will be necessary to make two folds to stay within the 14-inch maximum length.